

# YOUTH SERVICES POLICY

<b>Title:</b> Pending Secure and Non-Secure Placement-Provision of Services While In Detention <b>Next Annual Review Date:</b> 08/25/2016	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 10. Supervision <b>Number:</b> D.10.34
	<b>Page 1 of 5</b>
<b>References:</b> YS Policy Nos.D.10.4 "Community Supervision Classification System" D.10.32 "SAVRY – Community Based Services"; and D.15.3 "Delivery of Treatment and Auxiliary Services"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 08/25/2015

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To set forth uniform policy and broad procedures governing the provision of services provided to youth in the custody of YS/OJJ pending secure and non-secure placement while in a detention facility.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, and Community Based Services (CBS) Social Services staff.

The Regional Managers are responsible for ensuring all necessary procedures are in place to comply with this policy.

## IV. DEFINITIONS:

***Clinical Supervisor (CBS)*** - A Licensed Clinical Social worker (LCSW) in the State of Louisiana responsible for clinical supervision and oversight of cases assigned to staff that are not licensed to practice social work independently.

***Community Based Services (CBS)*** - Formerly known as the Division of Youth Services. CBS includes all YS/OJJ regional offices located throughout the state.

***Individual Service/Reintegration Plan (ISRP)*** – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISP is modified throughout supervision as need areas are identified.

***Juvenile Electronic Tracking System (JETS)*** - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

***Placing Region*** - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

***Probation and Parole Officer/Juvenile (PPO/J)*** - PPO/Js assist youth and families in locating, accessing and coordinating networks of support to address needs. PPO/Js shall provide case management services in accordance with need assessments, as well as monitor, facilitate, and participate in services provided while the youth is in the custody or under supervision of YS.

***Regional Director*** - The Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

***Regional Offices*** - Community Based Services (CBS) probation and parole offices located throughout the state.

***Regional Managers*** - Managers of the Community Based Services (CBS) regional offices located throughout the state.

***Response Plan*** – A written plan detailing the necessary action to be taken by detention staff and/or CBS Social Service staff in an effort to resolve a youth's presenting problem(s).

***Social Service Staff (CBS)*** - Social Service Counselors, Licensed Social Service Counselors and/or Licensed Social Workers assigned to a Regional Probation and Parole office that provide individual counseling services to youth and/or family counseling based on the needs as identified in the support services treatment Plan. Social Service staff may be involved in the delivery of auxiliary services as defined by the Regional Director, Regional Manager or CBS Clinical Supervisor.

***Structured Assessment of Violence Risk in Youth (SAVRY)*** - The SAVRY is an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items identified in existing research on adolescent development and delinquency and

aggression in youth. Six protective factors are included in the SAVRY which have also been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning the individual completing the assessment rates the youth on a number of evidence-based risk factors and then weighs all the information to come to a final judgment that the youth is Low, Moderate or High risk for future violence and/or general reoffending (refer to YS Policy Nos. D.10.4 and D.10.32).

**V. POLICY:**

It is the Deputy Secretary's policy that mental health and treatment services are provided to youth in the custody of YS, who are placed in a detention facility pending secure or non-secure placement.

**VI. PROCEDURES:**

A. The following **Triage Protocol** shall be adhered to:

1. Probation and Parole Officers/Juvenile (PPO/Js) are required to make monthly face-to-face contacts with youth placed in a detention facility pending secure or non-secure placement.

The purpose of the monthly face-to-face contact is to discuss issues such as adjustment to the facility, legal charges and disposition, reason for placement, family dynamics and any other issues/problems the youth may be experiencing. (Refer to YS Policy No. D.10.4)

2. PPO/Js shall make one (1) collateral contact per month with facility staff concerning the youth.

B. After meeting with the youth and facility staff, PPO/Js shall make a referral to the appropriate CBS Social Service staff if one of the following circumstances exists (refer to YS Policy No. D.15.3 for information about the delivery of treatment services by Social Service staff):

1. The youth is at probable risk of being a danger to self or others, such as a suicidal attempt/gesture or an attempt/gesture to inflict bodily harm on others;
2. The youth has severe behavioral disturbances which results in physical restraint by detention staff (to also include significant injury received by youth and/or detention staff);
3. The youth's total refusal to participate in the program;
4. A request for removal of the youth by detention staff; or

5. Successful/attempted escape or apprehension.
- C. PPO/J's shall complete the "Referral to Community Based Program" form in JETS to make the referral identifying any presenting problems. The form shall be forwarded to the appropriate CBS Social Service staff within 24 hours of contact with a youth, along with a copy of any psychological/psychiatric evaluations available.
- D. Within 24 hours of receiving the referral, excluding weekends and holidays, the CBS Social Service staff shall make a face-to-face contact with the youth to assess the situation. If it is determined that the youth is at probable risk of being a danger to self or others, such as a suicidal attempt/gesture or an attempt/gesture to inflict bodily harm on others, the CBS Social Service staff shall initiate a "No Self Harm Contract" [see Attachment D.10.34 (a)] and a "Safety Plan" [see Attachment D.10.34 (b)] with the youth.

CBS Social Service staff shall contact detention facility staff to discuss the youth's current presenting problems, severity of problems, and needs of the youth, and an appropriate "Response Plan" [see Attachment D.10.34 (c)] shall be developed in collaboration with facility staff. The "Response Plan" shall determine how soon the response will be required. The "Response Plan" shall not include CBS Social Service staff providing direct clinical services.

The CBS Social Service staff shall complete a narrative entry in JETS within 24 hours of contact with the youth and detention facility staff, outlining all aspects of the initial assessment and "Response Plan".

- E. If an amicable solution/plan is reached, CBS Social Service staff shall verbally inform the PPO/J of the "Response Plan". The PPO/J shall be responsible for reviewing the narrative entry outlining the assessment and "Response Plan".
- F. If at any time a resolution cannot be reached, the CBS Social Service staff shall inform the placing Regional Manager and PPO/J of their findings. A staffing to determine the most appropriate course of action shall be held within 24 hours of notification to the Regional Manager, excluding weekends and holidays

The Regional Manager shall notify the Regional Director of the "Response Plan" recommendation to transfer the youth to another youth center/facility/placement/detention. The PPO/J shall notify the court and the youth's family whenever a youth's location/placement changes.

- G. There may be times when CBS Social Service staff is required to provide individual counseling services to the detained youth pending placement.

These circumstances exist when the following occurs:

1. The judge recommends that a youth receive a specific type of treatment/service by a CBS Social Service staff until he/she is transferred to a permanent placement; or
2. The Regional Manager request a youth is followed/monitored due to severe mental or behavioral issues.

CBS Social Service staff shall conduct an assessment within 24 hours, excluding weekends and holidays, of receiving the referral from the judge or Regional Manager and initiate services based on the assessment.

The frequency and duration of these services are predicated on the assessment and/or recommendations of the judge and/or Regional Manager.

A case narrative shall be created in JETS by CBS Social Service staff to document the contact(s) within seven (7) working days.

**Previous Regulation/Policy Number:** D.10.34  
**Previous Effective Date:** 07/28/2014

**Attachments/References:**

19 2013.docx



D.10.34(a) No Self Harm Contract 6

D.10.34(b) Safety Plan (suicide watch).docx

D.10.34 (c) Response Plan 6 19 2013.docx